



FINAL AND EXEMPT PLAT CHECKLIST

Summary Submittal Requirements

I. SUBMITTAL INSTRUCTIONS

Submit To: Durham City-County Planning Department

Submittal Deadlines: Due by 11:00 am on the deadline (see schedule below), but may be submitted in advance. Late submittals received will be returned to the applicants or held until the next submittal deadline. Exempt plats may be submitted any day and will be reviewed within one to three business days, depending upon the workload.

Submittal Format: All plan sets must be stapled together and folded with a maximum sheet size of 18" x 24". Mylars should not be submitted until final plats are approved and ready for recordation.

Incomplete Submittal: If a submittal is deemed incomplete for processing the applicant will be notified by noon on the day following the submittal deadline and the submittal will be returned to the applicant.

For More Information: Contact Teri Danner, Planning Supervisor (teri.danner@durhamnc.gov), or another member of the Development Review Team. For projects within the Downtown Tier or any other Design District or Historic Districts Overlay, please contact Sara Young, Planning Supervisor (sara.young@durhamnc.gov), or another member of the Urban Design Team.

II. SUBMITTAL CONTENT

# of Copies	Submittals must contain the following components and must be complete:
1	All final plats and exempt plats:
1	<input type="checkbox"/> Development Review Application
12	<input type="checkbox"/> Check for review fee payable to "City of Durham" (see Section IV below)
or	<input type="checkbox"/> Non-exempt plat paper copies (no mylars until approved)
4	or
	<input type="checkbox"/> Exempt final plat paper copies (no mylars until approved)
	Non-exempt plats only:
2	<input type="checkbox"/> Nitrogen calculations (in the Neuse River Basin) if no preliminary plat was approved
2	<input type="checkbox"/> Stormwater checklist (sealed and signed) for the correct jurisdiction (or both) if no preliminary plat was approved for the site and
2	<input type="checkbox"/> FIRM panel map (legible with site drawn to scale)
2	<input type="checkbox"/> USGS maps (legible with site drawn to scale)*
2	<input type="checkbox"/> Soils Survey map (legible with site drawn to scale)*
2	<input type="checkbox"/> Stream delineations or permits (for ephemeral streams or stream intrusions)
3	<input type="checkbox"/> Special documentation and applications for any variations, cost proportionality, etc.
2	<input type="checkbox"/> Specimen tree survey and tree sample areas to show how the site will meet tree coverage requirements if no preliminary plat was approved.
1	<input type="checkbox"/> Copy of proposed or existing homeowners' association documents

*Print outs of the online versions of these maps are not accepted.

III. OTHER CONCURRENT SUBMITTALS

Final plats will not be processed beyond the first review cycle until any required concurrent submittals have been made, as applicable. For information on other required concurrent submittals contact:

Board of Adjustment (Minor Use Permits or Variances)	Michael Stock, Senior Planner (michael.stock@durhamnc.gov)
Downtown Tier or Within Design Districts	Sara Young, Planning Supervisor (sara.young@durhamnc.gov)
Development Review Team (Related Plans)	Teri Danner, Planning Supervisor (teri.danner@durhamnc.gov)

IV. FEE SCHEDULE (effective July 1, 2009)

Final Plats (UDO Section 3.6.8)	\$700 + \$25 per lot +4% technology surcharge
Exempt Final Plats (UDO Section 3.6.2A)	\$75 + 4% technology surcharge = \$78 total fee
Re-review fees, if applicable	Half of original fee (no maximum) + 4% technology surcharge, applicable after 1st re-review (at time of 3 rd submittal and each one after that)
Final Plat = All final plat categories except Exempts	
Exempt Plats = All final plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities	
Note: Other departments may have review fees that are payable directly to them	

V. 2009 SUBMITTAL SCHEDULE (Non-exempt plats only) Exempt plats processed any work day

Submittal Deadline (11 AM)	Comments to Applicant (5:00 PM)	Submittal Deadline (11 AM)	Comments to Applicant (5:00 PM)	Submittal Deadline (11 AM)	Comments to Applicant (5:00 PM)
July 10	July 29	September 4	September 23	October 30	November 18
July 17	August 5	September 11	September 30	November 6	November 25
July 24	August 12	September 18	October 7	November 13	December 2
July 31	August 19	September 25	October 14	November 20	December 9
August 7	August 26	October 2	October 21	December 4*	December 23
August 14	September 2	October 9	October 28	December 11	December 30
August 21	September 9	October 16	November 4	December 18	January 6, 2010
August 28	September 16	October 23	November 11	December 23*	January 13

VI. SUMMARY CHECKLIST

All final plats (exempt and non-exempt) must contain the following elements and information, as noted:

Cover Sheet (if on a separate sheet)

All plats (exempt and non-exempt):

- ☐ Vicinity map with north arrow
- ☐ Stamping area (lower right corner; 3" x 4")
- ☐ Overall development map (if part of larger project) with match lines for larger scale, multiple sheets
- ☐ Site data table
- ☐ "Revisions to Approved Plans" box for amendments (listing changes from previously approved plan)
- ☐ Name of proposed project (shall not duplicate existing project name)
- ☐ Name and contact information for owner, applicant, and surveyor responsible for preparing the plat
- ☐ Township Name, Durham County, North Carolina
- ☐ Date (original and all revisions)
- ☐ Page number of total pages

Non-exempt plats only:

- ☐ "General Conditions of Approval" box (for standard notes)
- ☐ "Special Conditions of Approval" box
- ☐ "Public Works Conditions of Approval" box
- ☐ List of committed elements (from rezoning development plan), if applicable

Existing Conditions and Features -- on site and within 100 feet of property

(To be shown on survey sheets, if separate from cover sheet. If not separate, all the information above would be required on this sheet.)

All plats (exempt and non-exempt):

- ☐ Metes and bounds property boundary with north arrow and graphic scale
- ☐ Current property owner of each tract
- ☐ Property Identification Number for each tract
- ☐ Property lines of adjacent properties
- ☐ Adjacent property owners
- ☐ Adjacent existing streets (name and ROW width)
- ☐ Existing building footprint(s) with square footage, type of structure and number of stories
- ☐ Existing septic tanks, drain fields and wells if present
- ☐ Utility easements (type and size)
- ☐ Railroads
- ☐ Cemeteries

Non-exempt plats only:

- ☐ Development tier, base zoning and overlay zoning districts (of site and adjacent properties)
- ☐ Existing and proposed open space or common areas (including easements)
- ☐ Water features (name and location)
- ☐ Flood hazard areas (with BFE labeled with correct FIRM panel number and date) – field located if near proposed development
- ☐ Stream buffers, drainage ways, wetlands and wetland buffers with setbacks
- ☐ Conditions from previous approvals
- ☐ Sight distance triangles (dimensioned)
- ☐ Setbacks/ build-to lines labeled in a table (must be shown graphically for PDR lots)

VI. SUMMARY CHECKLIST (Continued)

All final plats (exempt and non-exempt) must contain the following elements and information, as noted:

Proposed Conditions and Features**All plats (exempt and non-exempt):**

- ☐ New property lines
- ☐ Proposed lot sizes
- ☐ Proposed utility and storm drainage easements (only private easements are exempt, unless created by the City or County)
- ☐ Label maximum allowable impervious surface (MAIS) per lot for each lot
- ☐ Exempt impervious swap plats must label the previously allocated MAIS to each lot and the proposed MAIS for each lot, which should add up to the same total MAIS for all lots involved in the swap
- ☐ Street addresses (optional for exempt plats but will be required prior to building permit)

Non-exempt plats only:

- ☐ New streets (labeled with approved street names)
- ☐ Label the total number of dwelling units and residential density proposed, as applicable. Include maximum allowable density, and any density bonuses from either Major Roadway Density Bonuses
- ☐ Proposed open space and greenways (including who it is dedicated to)
- ☐ Proposed finish floor elevation on lots if new construction is within Special Flood Hazard Areas
- ☐ Label total impervious surface square footage and percentage calculations for all development
- ☐ Show required tree save areas. Optional tree save areas should be labeled as such or not shown.
- ☐ Street tree table showing species proposed and number of street trees to be planted per lot, including open space lots, to match approved preliminary plats
- ☐ Standard notes

Certificates Required**All plats (exempt and non-exempt):**

- ☐ Surveyor's certificate
- ☐ Plat classification certificate required by **GS 47-30** as revised
- ☐ Review officer certification (to be signed by Register of Deeds Office) as required by **GS47-30**, as revised

Non-exempt plats only:

- ☐ Notarized owner's certificate (not required on most exempts, but recommended – Planning will require it for each lot on impervious swap plats where there are existing homeowners)
- ☐ Notarized attorney's certificate of the ownership (including individuals, partnerships, corporations or lenders with financial security interests) of any property for which a final plat shows dedication of right-of-way

Additional Required Information for Condominium Plats:

- ☐ Finished floor elevation of each floor in each building
- ☐ Copies of floor plans and elevations with the finished floor elevation labeled to match plat and site plan (as applicable).
- ☐ Plans must contain a verified statement, sealed by a North Carolina Registered Architect or Professional Engineer, certifying that such plats or plans fully and accurately depict the layout, location, ceiling and floor elevations, unit numbers and dimensions of the units, as built
- ☐ Copy of condominium documents with notarized attorney's certification that documents meet the requirements of GS 47C-2-105 through 47C-2-109 and 47C-2-115, 47C-2-116 and 47C-3-103(d) as applicable.